

Ref: FM 3-35.4, pp K-2/3

PALLET BUILDING PROCEDURE CHECKLIST:

K-7. Follow safety procedures. Ensure personnel have safety shoes and work gloves. Provide a briefing on appropriate lifting procedures before beginning to build pallets.

K-8. Before building the pallet, examine it for usability.

- Is the pallet skin free of damage, top and bottom?
- Are the lips on the pallet perimeter bent?
- Are tie-down rings serviceable?
- Is the pallet level and not warped?
- Is the pallet free of corrosion?
- Is the pallet clean and free of dirt?
- Is the pallet right side up?

K-9. The building process may now begin.

- Is the pallet placed on three-point dunnage?
- Is the cargo to be placed on the pallet securely packaged?
- Does cargo have required markings?
- Are hazardous materials labels prepared in accordance with 49 CFR 172.400 and TM 38-250?
- Are hazardous material labels attached to items of hazardous cargo or their containers?
- Is cargo marked with arrows, such as, "This side up," placed with arrows pointing up?
- Are hazardous items on pallets compatible IAW TM 38-250?
- Is hazardous cargo positioned for easy access during flight?
- Are hazardous labels visible from the 88-inch side of the pallet?
- Do doors of mobility bins containing hazardous items open to an 88-inch side of the pallet?
- Are heavier boxes and crates placed on the bottom of the pallet load?
- Is lighter, more fragile cargo placed on the top of the pallet load?
- Is cargo arranged and properly stacked so it is safe?
- Is the height of the pallet 96 inches or less from the skin of the pallet?
- Does the pallet weigh less than 10,000 pounds?
- Is the 88 by 108-inch pallet loaded with no overhang?
- Has the plastic cargo cover been placed on cargo before cargo netting?
- Is the cargo secured to the pallet with two side nets and a top net?
- Does the netting have serviceable clips and hooks?
- Are the nets free of tears, rips, and broken rings?
- Are the cargo netting adjustments straps on the outside of the nets?
- Are strap ends tucked into the netting?
- Does each pallet have three-point dunnage?
- Are keys or combinations available to the troop commander for all locked items?